Corrections and Updates to the 2009 DCCM Supplement

1/28/2009   **Pages 31–32**   Information in this manual about the new TestNav version 6.6.009 for online testing, as it relates to requirements for Flash installation, has been updated. For all operating systems but one, installation and updates for Adobe Flash Player are integrated in the TestNav installation for online testing.

For installation of TestNav on Mac OS X 10.3.9, however, Flash is NOT integrated in TestNav.

See pages 31–32 for details on this update.

2009

District and Campus Coordinator Manual Supplement

Texas Assessment of Knowledge and Skills (TAKS) Exit Level Online

End-of-Course (EOC)

Telephone Assistance/Reference Sources

For questions about ▶	Contact
student assessment program and policies, State Board of Education or commissioner's rules, accommodation requests, testing irregularities, online testing policies, and general testing questions	Texas Education Agency's Student Assessment Division Telephone: 512-463-9536 Fax: 512-463-9302 E-mail: studenta@tea.state.tx.us TEA's Student Assessment website: http://www.tea.state.tx.us/student.assessment/
shipment status, missing shipments, additional orders, standard and optional reports requests, score code corrections, student information updates or changes, hand-scoring and rescoring requests, and precoding	Pearson's Austin Operations Center Telephone: 800-252-9186 512-989-5300 Fax: 512-989-5375 E-mail: AOCAnswers@support.pearson.com
accessing online resources or technology-related online test administration procedures	Pearson's Austin Operations Center Telephone: 512-989-5300 (Option 3) 800-252-9186 (Option 3) Fax: 512-989-5376 E-mail: pearsononlinetesting@support.pearson.com
online testing technical concerns or issues	Pearson's eMeasurement Services Telephone: 888-597-1103

For information related to ▶	Access
student assessment program	TEA's Student Assessment Division website at http://www.tea.state.tx.us/student.assessment/
information and materials required for online test administrations	the eMeasurement Texas Assessment *Resources* page at http://etesttx.com/resources/
the Texas Administrative Code (TAC), which includes rules adopted by the State Board of Education (SBOE) and the commissioner of education related to the state assessment program	http://www.tea.state.tx.us/rules/tac/
a summary of the End-of-Course (EOC) assessments	http://www.tea.state.tx.us/ student.assessment/admin.eoc/

Contents

General Overview

2009 Testing Calendar for TAKS Online Testing and EOC Assessments

March Exit Level Retests	
TAKS Exit Level ELA Retest	March 3, 2009
TAKS Exit Level Mathematics Retest	March 4, 2009
TAKS Exit Level Science Retest	March 5, 2009
TAKS Exit Level Social Studies Retest	March 6, 2009
April Exit Level Retests	
TAKS Exit Level ELA Retest	April 28, 2009
TAKS Exit Level Mathematics Retest	April 29, 2009
TAKS Exit Level Science Retest	April 30, 2009
TAKS Exit Level Social Studies Retest	May 1, 2009
End-of-Course Assessments	
Physics and World Geography Field Tests	May 4–22, 2009
Algebra I, Geometry, Biology, Chemistry, and U.S. History	May 11–29, 2009
July Exit Level Retests	
TAKS Exit Level ELA Retest	July 14, 2009
TAKS Exit Level Mathematics Retest	July 15, 2009
TAKS Exit Level Science Retest	July 16, 2009
TAKS Exit Level Social Studies Retest	July 17, 2009
October Exit Level Retests	
TAKS Exit Level ELA Retest	October 20, 2009
TAKS Exit Level Mathematics Retest	October 21, 2009
TAKS Exit Level Science Retest	October 22, 2009
TAKS Exit Level Social Studies Retest	October 23, 2009

Visit TEA's Student Assessment Division website at http://www.tea.state.tx.us/student.assessment/ admin/calendar/index.html for more information and to view all scheduled Texas testing.

In addition to these tests, the mandatory TELPAS reading test will be administered online in 2009. Information about the mandatory TELPAS assessment is available at http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual/index.html in the *2009 District and Campus Coordinator Manual.*

About This Manual

This manual describes procedures for district and campus personnel to follow in administering the online Texas Assessment of Knowledge and Skills (TAKS) and End-of-Course (EOC) assessments. Testing coordinators should read all sections of this manual that pertain to the online tests planned for their campuses, as well as the World Geography EOC paper field test, if appropriate. You should also be sure to have testing personnel review the sections of this manual that pertain to their assigned duties. The table on page 21 and the checklists beginning on page 24 may be used to help you plan staffing and testing responsibilities.

This manual includes:

- guides and training tools for online testing;
- policies and processes specific to online testing;
- information for planning the World Geography EOC field test; and
- program-specific information for testing coordinators, including training, materials, and score codes.

This manual does NOT include:

- all general testing policies and procedures, or
- information for TELPAS assessments or TAKS paper-based assessments.

> **For information about all testing policies for TAKS and TELPAS, see the TEA's Student Assessment Division website at http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual/ for the *2009 District and Campus Coordinator Manual*.**

To help you with online testing:

Functional checklists

The checklists beginning on page 24 outline the steps needed to prepare for and administer the online tests, along with recommended timelines.

Streamlined instructions for using the testing system

To reduce the number of instructional pages to be read by testing staff, this manual was created to provide a streamlined explanation of the testing system. Testing staff who need additional instructions on a particular task within the online testing system may wish to reference the section of the *Texas State Assessments Technical User's Guide* indicated in the gray information bars.

Testing staff can access the following documents from the Texas State Assessments *Resources* website at http://etesttx.com/resources/ to administer each online assessment.

- *Texas State Assessments Technical User's Guide*
- test administrator manuals (subject-specific) made available prior to each test administration
- this manual

In addition, paper copies of the following publications will be distributed to districts:

- this manual, available in January 2009
- test administrator manuals for the 2009 EOC field tests, available in April 2009
- test administrator manuals for the 2009 TAKS exit level retests, available before each administration

Keep this manual for reference throughout the 2009 testing year. This manual is also available online at http://www.tea.state.tx.us/ student.assessment/resources/guides/. The online version is in PDF format, which can be searched using keywords.

You may print pages from the manual or the entire manual at your convenience. Links referenced in this supplement are live and can be used to navigate to resources on the Internet for additional information.

Key Changes in Testing Policy

TELPAS Reading for Grades 2–12 and Holistically Rated Assessments

The assessment window for TELPAS has been extended from four to five weeks. In spring 2009 and beyond, the TELPAS reading tests for grades 2–12 will be administered almost exclusively online. Only in rare instances will districts be authorized to give a student the TELPAS reading test on paper.

In conjunction with the transition to statewide online TELPAS testing, all grades K–12 TELPAS student information formerly collected on paper answer documents will be transmitted through an online process. Testing personnel will use the new electronic submission process to enter and verify holistic ratings, rater information, and score code information, and to submit and/or verify all student identification, demographic, and program data. Paper answer documents will be used only in the rare instances in which students take the TELPAS reading test on paper. For paper administrations, all the student's information, including the holistic ratings, will be collected on the paper answer document.

For the 2009 TELPAS administration, refer to the *2009 District and Campus Coordinator Manual* for information for coordinators about the TELPAS assessments. TELPAS assessments will not be covered in this manual.

Online Submission of Accommodation Request Forms

Beginning in 2009, district and campus personnel may submit Accommodation Request Forms to TEA's Student Assessment Division using an online submission process. The process, as well as information about which accommodations necessitate a request, is detailed online at http://www.tea.state.tx.us/student.assessment/admin/AccommManual_2008_09.pdf in the *2008–2009 Accommodations Manual.*

Security Oath for Online Testing

Beginning in 2009, test administrators are to sign a security oath before and after all online test administrations.

Accommodations for Online Testing

Beginning with the March 2009 exit level retest administration, drop-down menus have been added to the Student Test Details page that are used to indicate accommodations a student received during an online test.

Test Security and Confidentiality Requirements

As defined by the Texas Education Code (TEC), Chapter 39, Subchapter B, the Texas Assessment of Knowledge and Skills (TAKS) and the end-of-course (EOC) assessments are secure testing programs. In addition, all field tests are secure. According to 19 TAC §101.61 (see Appendix C of the *2009 District and Campus Coordinator Manual*), all test materials must be handled in strict accordance with the instructions contained in this manual and in the test administrator manuals. Each person with access to test materials must maintain and preserve the security and confidentiality of all tests. However, student information used or obtained is confidential. Each person with access to student information should maintain and preserve the confidentiality of this information.

As part of TEA's ongoing efforts to improve security measures surrounding the assessment program, a comprehensive 14-point plan was designed to help ensure that test results are meaningful and valid. Several aspects of the plan were implemented during the 2008 spring administrations, while other measures will be instituted over the next few years.

Refer to the *2008–2009 Test Security Supplement* available online at http://www.tea.state.tx.us/student.assessment/admin/security/ for more information about the 14-point plan.

Test Security

Test security involves accounting for all secure materials before, during, and after each test administration. Trained, certified personnel and/or their trained designees are the only individuals authorized to have access to test materials, and all secure items must be kept in locked storage (for example, in a locked closet) when not in use. In the case of online testing, test security also requires that any scratch paper or graph paper used by students be collected and destroyed immediately after the test administration. If a student has written on any charts or reference materials, these must also be collected and destroyed after the test administration. The district testing coordinator is responsible for ensuring that all secure materials have been accounted for prior to shipping the materials back to the testing contractor. Districts are required to implement the controls necessary to ensure accurate and reliable tracking of all secure items. For more information about handling secure testing materials, see the *2009 District and Campus Coordinator Manual.*

Districts are required to maintain inventory and shipping records for at least five years in the event that a discrepancy arises or the receipt of the district's materials cannot be confirmed.

Confidentiality Requirements

Confidentiality involves protecting the contents of all tests, completed answer documents, and ancillary materials. Maintaining confidentiality requires compliance with, but is not limited to, all of the following guidelines:

- All testing personnel must be trained and sign an oath before handling secure test materials or administering secure tests.

- All tests must be administered in strict accordance with the instructions contained in the test administrator materials.

- No person may view or discuss the contents of the tests or answer documents before, during, or after a test administration unless specifically instructed to do so by the procedures outlined in the test administrator materials. **All test content is considered secure until the tests are released to the public.**

- No person providing an oral administration of a test may write notes, calculations, or any other marks in a test booklet or in any other location. Test administrators conducting an oral administration must be aware that they are viewing secure content and that responding to test items, recording the information they see, or discussing the content of the test at any time is strictly prohibited. As a reminder of this obligation, test administrators who give an oral administration of a test are required to sign a separate section of the administration-specific oath.

- Secure test materials, including test booklets, may not be duplicated without prior approval from TEA. No portion of any secure online test may be duplicated, printed, or photographed at any time without prior approval from TEA.

- Each test is sealed. This seal may be broken during the test session only by persons authorized by the instructions contained in the administration materials.

- No person may answer verbally or nonverbally any question that relates to the contents of a test before, during, or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.

- No person may review or discuss student responses during or after a test administration unless specifically authorized to do so by the procedures outlined in the test administrator materials.

- No person may change any response or instruct a student to do so.

> **Districts are required to complete seating charts for all administrations. Seating charts must be maintained at the local level. Sample seating charts can be found in the *2008–2009 Test Security Supplement*, although districts are encouraged to develop charts that work best for their particular circumstances.**

For more information including steps districts can take to maintain test security and confidentiality and for more information about new security requirements, refer to the *2008–2009 Test Security Supplement* on the TEA's Student Assessment Division website available at http://www.tea.state.tx.us/student.assessment/admin/security/.

Confidentiality Statement for Online Testing

Before testing personnel can access secure online administrative features of the eMeasurement Services system to administer any online assessment, they must read and accept a statement of confidentiality that is displayed when logging in to the eMeasurement Services Texas State Assessments website for the first time. This statement of confidentiality is in addition to the oath that all test administrators must sign for each test administration.

See the associated section in the *Texas State Assessments Technical User's Guide* for more information about the online testing confidentiality statement.

Security Oaths

All district and campus personnel who handle secure test materials must sign a security oath. Any person who has more than one testing role (for instance, a principal who also serves as campus coordinator) must sign a security oath for **each** role. In response to requests from district coordinators, test administrators will now be required to sign an oath following the general training on test security and test administration procedures. They will then be required to sign an oath following each administration-specific training, as well as after each administration. The administration-specific oath includes a special section to be signed by test administrators who give an oral administration of a test. Security oaths for campus principals and campus testing coordinators are included in the *2009 District and Campus Coordinator Manual.* Security oaths for test administrators can be found in the test administrator materials for each administration.

> **Test administrators, technology staff, and other school personnel who will be present in the testing session(s) must sign an oath for each administration. Test administrators will be required to sign the security oath before and after all online test administrations.**

All other testing personnel are required to sign only one oath for the 2009 testing year. All oaths (except for the administration-specific test administrator's oath) are valid for 2009 spring, summer, and fall testing as well as any field testing conducted during this time period.

> **As part of the 14-point security plan, students will be asked to acknowledge a grade-appropriate honor statement immediately prior to taking a state assessment. This requirement will apply for students taking TAKS exit level retest, but not for EOC assessments. Details about the honor statement can be found in the *2008–2009 Test Security Supplement.***

Document Retention

Districts are required to maintain the following documents for a period of five years following a test administration:

- testing irregularity and investigation documentation
- inventory and shipping records
- signed security oaths for all testing personnel (with the exception of the district testing coordinator and superintendent/chief administrative officer oaths that are mailed to the state's testing contractor)
- seating charts

Districts may decide how this documentation is to be stored—e.g., scanned and kept in an electronic format, hard copy—as long as the information is secure and can be retrieved if necessary.

Departures from Test Administration Procedures

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. The superintendent and campus principal in each school district, chief administrative officer of each charter school, and any private school administering tests as allowed under the TEC, §39.033, shall develop procedures to ensure the security and confidentiality of the testing program, and shall be responsible for notifying the Texas Education Agency (TEA) in writing of conduct that violates the security or confidentiality of the administered field tests (19 TAC §101.65[g]).

Each person participating in the testing program is directly responsible for reporting immediately to the district testing coordinator any violation or suspected violation of test security or confidentiality. The district coordinator is directly responsible for reporting immediately to TEA all violations or suspected violations within his or her district. Failure to report to the appropriate authority that an individual has engaged in conduct that violates the security or confidentiality of a test violates 19 TAC §101.65(d)(7) and could result in sanctions. Details regarding what constitutes an irregularity and how to report incidents are provided later in this section.

Penalties for Prohibited Conduct

In accordance with 19 TAC §101.65(e), any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality, and any person who fails to report such a violation, may be penalized through

- placement of restrictions on the issuance, renewal, or holding of a Texas teacher certificate, either indefinitely or for a set term;

- issuance of an inscribed or non-inscribed reprimand;

- suspension of a Texas teacher certificate for a set term; or

- revocation or cancellation of a Texas teacher certificate without opportunity for reapplication for a set term or permanently.

Additionally, irregularities in test security or confidentiality may result in the invalidation of student results.

Certified school personnel are directly responsible for supervising any certified or noncertified paraprofessionals (that is, teacher aides) who have access to secure test materials. If a violation of test security or confidentiality occurs under this circumstance, the supervising certified professional is subject to the penalties listed above.

No person may view, reveal, discuss, or score the contents of an assessment instrument at any time unless expressly authorized to do so by the test administration materials. Release or disclosure of confidential test items could result in criminal prosecution under Section 552.352 of the Texas Government Code and Section 37.10 of the Texas Penal Code.

More information about how to ensure proper testing procedures for each testing program can be found in the campus coordinator section of the *2009 District and Campus Coordinator Manual* for each testing program. **For more information about ensuring testing procedures, see the *2008–2009 Test Security Supplement* available at http://www.tea.state.tx.us/ student.assessment/admin/security/.**

Testing Irregularities

The incidents listed below represent departures from prescribed testing procedures. Categories describing the more common irregularities are provided to guide testing personnel in ensuring that appropriate testing procedures are followed. Testing personnel should contact TEA if they are unsure about whether an incident has occurred or if they are unclear regarding what constitutes an irregularity.

Eligibility Error
Example:

- Eligible students were not tested.

Individualized Education Program (IEP) Implementation Issue
Example:

- A student served by education was not provided a prescribed accommodation.

Improper Accounting for Secure Materials

Examples:

- A test administrator, campus testing coordinator, or district testing coordinator lost or misplaced completed answer document(s), test booklet(s), or other secure materials.
- Secure materials were not returned to the testing contractor by the published date.
- Secure materials were not returned at the end of each testing day.

Monitoring Error

Examples:

- A test administrator left a room unmonitored when students or secure materials were present or when secure online tests were visible.
- Secure materials were left unmonitored or secure online tests were left open and visible during a lunch break, a short break taken in the testing room, or restroom breaks.
- Testing personnel did not monitor students during a break.
- A test administrator did not ensure that students worked independently during testing (for example, used a cell phone or sent or received text messages.)
- A test administrator did not verify that a student bubbled his or her responses on the answer document, if applicable.
- A student was allowed to remove secure materials from the testing area.

Procedural Error

Examples:

- A test administrator failed to issue the correct materials (for example, charts, rulers, No. 2 pencils, dictionaries, calculators), or students were provided nonallowable materials.
- Testing personnel who had not been properly trained were allowed to administer tests or handle secure materials.
- Students were administered a test on the wrong day.
- A test administrator failed to use the test administrator manual or failed to read the test administration script verbatim as outlined in the test administrator manuals.
- A test administrator failed to remove or cover all instructional displays.
- A student was provided an unapproved accommodation or was not provided a prescribed accommodation.
- An unauthorized individual (for example, a student or untrained personnel) was permitted to transport secure test materials.

Potential Referral to the Educator Certification and Standards Division

The kinds of behaviors described below constitute serious violations of test security or confidentiality. Disciplinary action at both the local and state levels may be taken against the test administrator, including suspension or termination of educator certification credentials.

Examples:

- Testing personnel viewed a test before, during, or after an assessment (unless specifically authorized to do so by the procedures outlined in the test administrator materials).
- Testing personnel scored student tests.
- Testing personnel discussed secure test content or student responses.
- Testing personnel made a copy of secure materials without permission from TEA.
- Testing personnel directly or indirectly assisted students with responses to test questions.
- Testing personnel tampered with student responses.

Incident Reporting

All incidents must be reported to TEA's Student Assessment Division. Incidents involving irregularities that can result in a referral to the Educator Certification and Standards Division should be reported to the Student Assessment Division Security Task Force as soon as the district coordinator is made aware of the situation. District testing coordinators or their designees are responsible for investigating potential testing violations. Reports and documentation submitted to TEA should clearly lay out the sequence of events and explain what occurred. TEA may require additional information, such as a Corrective Action Plan, or require certain documentation to be maintained at the district level. All required documentation, including statements from individuals involved, should be submitted within 10 working days of the district testing coordinator being made aware of the incident. If more time is needed, contact TEA at 512-463-9536.

Each of the following steps must be completed by the district to fulfill the state's requirements for reporting testing violations:

1. An incident report must be submitted via the Online Incident Reporting Process (see "Submission of Information" on the following page for access to the Online Incident Reporting Process).

2. Typed and signed statement(s) must be collected from the individual(s) involved and submitted to TEA. Statements can be attached and submitted during the online submission process or they can be faxed to 512-463-9302, or e-mailed to testsecurity@tea.state.tx.us.

3. For irregularities involving the loss of secure materials or incidents that can result in a referral to the Educator Certification and Standards Division, districts are required to submit a Corrective Action Plan.

Statements from Responsible Parties

Statements from parties responsible for a testing irregularity should include, at a minimum, the following information:

- name and role (title)
- how the individual was responsible for the incident
- description of the incident from the individual's perspective
- individual's signature
- date the statement was generated

NOTE: Statements from responsible parties should be typed, signed, and submitted on district/campus letterhead, stationery, or plain paper. Do not use the Student Assessment Incident Report Form document for this purpose as its function is to notify TEA that an irregularity has occurred, and it is not the appropriate format for providing statements from responsible parties.

Corrective Action Plans

If an incident requires the submission of a Corrective Action Plan, or if TEA determines a plan must be submitted based on an investigation, the following information at a minimum should be included in the plan:

- a brief summary of the incident
- a description of how the incident occurred
- a description of why the incident occurred

  Examples:
  - someone did not follow a procedure already in place
  - a procedure needs to be developed

- a description of the specific procedure(s) that will be implemented to deter future occurrences of this type of incident

  Examples:
  - What is/are the specific procedure(s)?
  - Who will implement the procedure(s)?
  - How will the procedure(s) be implemented?

- name and role (title) of person submitting the plan
- signature of superintendent or chief administrative officer acknowledging and approving this plan

Submission of Information

Incident reports may be submitted to TEA online using the following guidelines:

1. Access the Online Incident Reporting Process is located on TEA's Student Assessment Division website at http://www.tea.state.tx.us/student.assessment/admin/incidents/online/.

2. Review the procedures for reporting an irregularity online and then click the link titled "Click here to submit an online incident report."

3. Select your district and campus from the pull-down menus and complete the required information in the form.

4. Attach electronic supporting documentation and complete the submission process. If you do not choose to use the online system's attachment feature, all supporting documentation must be submitted by fax to 512-463-9302, or by e-mail to testsecurity@tea.state.tx.us, within 10 working days of the incident. Be sure to include the incident identification number provided upon completion of the online submission with each set of documentation.

If you encounter difficulties using the online submission process, you can download an electronic copy of the incident report form.

1. Download the incident report form, available at http://www.tea.state.tx.us/student.assessment/admin/incidents/online/Student_Assessment_Incident_Report _Form.dot

2. Complete the form, save it, and e-mail it as an attachment to testsecurity@tea.state.tx.us. Electronic supporting documentation can be attached to the same e-mail as the incident report or it can be faxed to 512-463-9302.

Disciplinary Actions Taken Against Students

Students who are caught cheating may have their tests invalidated. Additional disciplinary action may be taken at the local level in accordance with district policy.

For more information about test security, see the *2008–2009 Test Security Supplement* available at http://www.tea.state.tx.us/student.assessment/ admin/security/.

Online Test Administrations
for the
TAKS Exit Level and EOC Assessments

Overview

For the 2008–2009 school year, online assessments are offered for the following programs:

- Texas Assessment of Knowledge and Skills (TAKS) exit level retests;
- End-of-Course (EOC) assessments in Algebra I, geometry, biology, chemistry, and U.S. history; and
- EOC field tests in world geography and physics.

In addition, the TELPAS reading test is administered in an online-only format in 2009. Information for coordinators on the TELPAS program is available in the *2009 District and Campus Coordinator Manual.*

This section of the manual is intended to help coordinators manage the activities and steps involved in preparing for and administering TAKS and EOC online assessments. It is recommended that district and campus coordinators involved in online testing read this section in its entirety.

Districts new to online testing should review the **Quick Guide to Online Testing** on page 20 for an overview of the steps involved in setting up and carrying out an online administration.

District and campus coordinators participating in online TAKS exit level assessments should also read and review the *2009 District and Campus Coordinator Manual* for general information about their responsibilities for the TAKS exit level assessments. The manual is printed and distributed to districts annually and is also available on TEA Student Assessment Division website at http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual/index.html.

District and campus coordinators participating in online EOC assessments should refer to this manual and to the test administrator manuals that will be available prior to the EOC assessments this spring.

Visit TEA's online calendar page available at http://www.tea.state.tx.us/student.assessment/admin/calendar/index.html for information about current and upcoming online administrations.

TAKS Exit Level Retests

The TAKS exit level retests are administered four times each year to eligible students and out-of-school examinees. Two test administrations are offered each spring, with a third administration in the summer and a fourth in the fall. Exit level retests will be offered online for as many administrations as possible.

Accommodations

For examinees who qualify, an oral administration of the mathematics, science, and social studies tests is allowed. Directions for test administrators carrying out an online oral administration are included in the online test administrator manuals.

A TAKS exit level retest examinee who needs a large-print test should be administered the paper rather than online test. Other students registered for online testing may be given a paper test if they require an accommodation that cannot be provided during an online administration. For more information about TAKS accommodations, refer to the *2008–2009 Accommodations Manual.*

Receipt and Verification of Testing Materials

Districts will receive precoded labels for all examinees eligible to take the TAKS exit level retest. The same information received on the precoded labels will be loaded into the online testing system for those examinees registered to test online. If the test is completed online, a paper document does not need to be submitted. A paper answer document must be completed only in the event that an examinee registered to test is moved to paper testing.

EOC Assessments

For the EOC Assessment program, students are measured on those skills associated with the TEKS curriculum as specified for individual courses. Only those skills within a particular course are evaluated on each EOC assessment. Students are given an EOC assessment upon completing a given course of study.

Currently, EOC assessments are administered in the spring semester only and are primarily administered through the online testing system. The 2009 World Geography EOC field test will be offered in both online and paper formats in 2009. No retests are offered for EOC assessments because they are not used for high-stakes decisions about individual students and are not used for state or federal accountability reporting.

For the 2008–2009 school year, the Algebra I, Geometry, Biology, Chemistry, and U.S. History EOC Assessments will be offered on a voluntary basis as operational online test administrations. The Physics and World Geography EOC field tests are mandatory for selected campuses.

Spring 2009 EOC Assessments	
Algebra I	Operational (voluntary)
Geometry	
Biology	
Chemistry	
U.S. History	
Physics	Field test (mandatory for selected campuses)
World Geography	

Eligibility for EOC Operational Assessments

Any student enrolled in and scheduled to complete a course in the spring semester for which an EOC assessment is offered is eligible to participate in testing, regardless of grade level. Participation in operational tests is currently voluntary in each district. If a district chooses to participate in such testing, it has the flexibility to select participation on a district, campus, or individual student basis. For assessments that are being field-tested, selection for participation (either online or paper format) is on a campus level and participation is mandatory.

Accommodations

Accommodations are practices and procedures that provide equitable access during instruction and assessments for students with disabilities or special needs. For students who qualify, an oral administration of the Algebra I, Biology, Geometry, Chemistry, and U.S. History EOC Assessments is allowed. An oral administration is not available for the field tests in physics and world geography. Directions for test administrators conducting an online oral

administration are included in the online test administrator manuals. For all other accommodations, see the *2008-2009 Accommodations Manual*, available at http://www.tea.state.tx.us/student.assessment/admin/AccommManual_2008_09.pdf.

Eligibility for EOC Field Tests

In spring 2009, the EOC field tests in physics and world geography will be administered. Field-test data from a sample of students that is representative of the state is critical to the state's ability to build high-quality assessments. Campuses will know in which field tests they are required to participate from the assignments distributed in the field-test notification letter sent to district coordinators in August 2008.

Campuses are required to participate in the EOC field tests if chosen to be part of the sample testing group, and of those chosen, campuses will test in either physics or world geography, not in both subjects. The World Geography EOC field test will be offered either in an online or a paper format. Campuses selected to field test in world geography will be assigned to either online or paper testing mode.

All students who are scheduled to complete the regular course work for physics and world geography are eligible to take these EOC field tests, regardless of grade level. Campuses participating in the field tests will test up to 200 eligible students enrolled in each course. Campuses selected to participate in EOC field tests should determine the students who will participate by selecting full classes in some random manner, such as listing classes alphabetically by teacher and selecting every other class. Students who are enrolled in Advanced Placement (AP) or International Baccalaureate (IB) physics, or Principles of Technology courses are not eligible to participate. When randomly assigning students, campuses should follow the participation guidelines below for students served by special education and limited English proficient (LEP) students.

- **Students served by special education.** Within each randomly assigned class, include students designated by the ARD committee to take the TAKS test this spring. If a student receives an accommodation that would invalidate the assessment, it is not appropriate for that student to participate in the EOC field test. Note that the ARD committee is not required to convene to determine field-test placement.

- **LEP students.** Within each randomly assigned class, include LEP students except first-year immigrants granted an exit level LEP postponement or a LEP exemption from this spring's TAKS test by his or her language proficiency assessment committee (LPAC). Note that first-year immigrant LEP students who were not granted a LEP postponement or LEP exemption should participate.

Quick Guide to Online Testing

The graphic below outlines the key steps to online testing. District coordinators may assign these steps to district staff according to each district's needs and resources.

District/campus registers
or
District/campus is selected to field-test

3–6 weeks prior to testing

District coordinator receives *Getting Started* **Letter via e-mail**

Review resources and complete training of coordinators and technology staff (http://etesttx.com/resources/)

2 weeks prior to testing

Complete training of test administrators

Verify that student data are loaded into the testing system (*See* Getting Started *Letter*)

Prepare campus technology:
• software installs
• network infrastructure
• proctor caching

Send data file to testing contractor (EOC only)

1 week prior to testing

Review test security and confidentiality policies and sign general security oath

Assign login IDs and passwords

Perform a test run of TestNav

Set up online test sessions

1–3 days prior to testing

Prepare the testing environment

Print student authorization letters

Print seal code letters (TAKS ELA only)

Day of testing

Start, monitor, and manage test sessions

After testing

Close test sessions

Sign administration-specific security oath

Lock user accounts in the online testing system

Staffing Roles for Online Testing

The planning and administration of online tests may be conducted by as few or as many personnel as are needed within a district and campus, depending on the size, resources, and preferences of that district and school. An overview of the different roles testing staff may play in online testing is provided below. In some districts, these roles may overlap. For example, the campus technology staff member may also act as the test administrator, and would therefore require training and sign an oath for both roles.

Ⓒ **District and Campus Coordinators**

Coordinators are responsible for the information in this manual, including training and security measures. They should be familiar with both general and program-specific information in this manual, as well as the general testing information in the *2009 District and Campus Coordinator Manual.*

Ⓣ **Technology Staff**

Personnel responsible for technology and computer system administration should be familiar with technology documents found on the *Resources* page, available at http://etesttx.com/resources/, and software installations described in the Technology checklist in this manual. Technology staff should also be available for assistance during test administration sessions should a technology problem arise during testing.

Ⓐ **Test Administrators**

"Test administrator" refers to the person who guides the students through opening their tests, viewing the sample items, and beginning the test itself. In addition, the test administrator is responsible for maintaining test security and for managing any interruptions to testing, such as restroom or lunch breaks or student illness.

The test administrator also often sets up and manages online test sessions and makes selections in the online testing system to indicate score code selections and to update student demographic information.
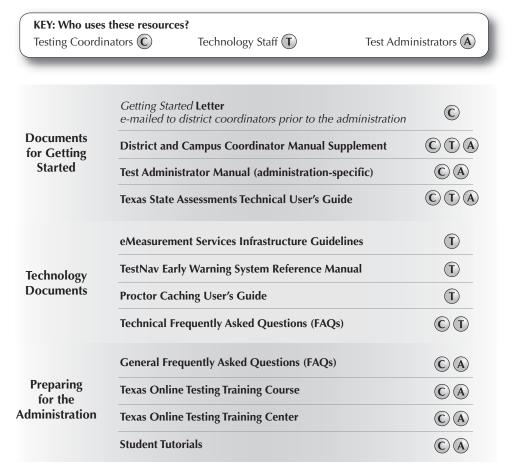
Often all tasks will be carried out by one test administrator; however, they may be divided between two people, depending on the resources available to each campus and district.

Resources for Online Testing

The resources below are used to plan and administer online testing. Most of them are available from the *Resources* page at http://etesttx.com/resources/.

The table that follows is based on common responsibilities assigned to testing staff and assumes that test administrators, for instance, will both manage the technological aspects of online test sessions and administer the tests. However, districts may choose to designate testing responsibilities differently. For example, a campus may assign one person to manage the online test sessions and a different person to carry out the traditional test administrator responsibilities. In this case, the test administrator would **NOT** be responsible for the technological aspects of setting up and conducting the online test sessions.

To determine who is likely to use each of these resources and to assist testing coordinators in planning and training, use the key below and the corresponding table.

KEY: Who uses these resources?

Testing Coordinators (C)　　　　Technology Staff (T)　　　　Test Administrators (A)

Documents for Getting Started	*Getting Started* **Letter** *e-mailed to district coordinators prior to the administration*	(C)
	District and Campus Coordinator Manual Supplement	(C) (T) (A)
	Test Administrator Manual (administration-specific)	(C) (A)
	Texas State Assessments Technical User's Guide	(C) (T) (A)
Technology Documents	**eMeasurement Services Infrastructure Guidelines**	(T)
	TestNav Early Warning System Reference Manual	(T)
	Proctor Caching User's Guide	(T)
	Technical Frequently Asked Questions (FAQs)	(C) (T)
Preparing for the Administration	**General Frequently Asked Questions (FAQs)**	(C) (A)
	Texas Online Testing Training Course	(C) (A)
	Texas Online Testing Training Center	(C) (A)
	Student Tutorials	(C) (A)

If you are viewing this manual online, you may access these resources by clicking on the resource titles above.

Student Enrollment and Registration for Online Testing

Prior to each online test administration, the district coordinator will receive a letter providing detailed instructions for registering students for online testing. In general, districts may expect the following scenarios when registering:

TAKS Exit Level: Prior to the TAKS exit level retests, data for all eligible retesters and registered out-of-school examinees will be automatically loaded in preparation for testing.

EOC: Districts must supply to the testing contractor a data file of students taking each EOC assessment because these subjects are not grade specific and are not indicated on the PEIMS file.

Students who enroll in the district after student data are automatically loaded may be added manually to existing class groups.

If you are going to manually input all student data, please call Pearson's Texas Online Team at 800-252-9186 (Option 3) for assistance.

To add a student to an existing roster:

1. Access the Student Data screen in the online testing system at http://etesttx.com/studentdata.

2. Click the **Add Student** button on the Student Roster screen to open the Add Student screen.

3. Enter the applicable student demographic information. Last Name, First Name, Unique ID (PEIMS), Login ID, Student ID, Date of Birth, Gender, and Grade are mandatory. The Login ID, which the student uses to log in to a test, is the student's Unique ID (PEIMS). If you leave the Login ID field blank, it will default to the Unique ID. The PEIMS ID should populate both the Unique ID field and the PEIMS ID field.

4. After entering the student demographic information, click the **Add Student** button. A confirmation message will appear indicating that the student has been added to the roster.

5. Click **OK** to complete the process. You will be returned to the Add Student screen.

The Unique ID field must be populated with the student's PEIMS ID. If this field is left blank, the system will generate an ID number that will not be recognized in reporting student results.

For more information: *Texas State Assessments Technical User's Guide*
Adding a Student to a Roster, section 4.1.2

Preparing for Online Testing: Testing Coordinators

This checklist will help you track the steps involved in preparing for the online test administrations. Recommended timelines are provided for each activity below to assist you. Check off each activity as you complete it to make sure you have fulfilled your responsibilities as the testing coordinator for this administration. Detailed instructions for completing each activity are included in the sections referenced by page numbers here. This page may be duplicated as needed.

Page No.	Activity	Recommended timeline
30	❏ Review Resources and Complete Training	3–6 weeks prior to testing
33	❏ Review Test Security and Confidentiality	1 week prior to testing
33	❏ Sign Security Oath	1 week prior to testing
33	❏ Assign Login IDs and Passwords to Staff	1 week prior to testing
34	❏ Prepare the Testing Environment	1–3 days prior to testing

Preparing for Online Testing: Technology Staff

This checklist will help you track the steps involved in preparing for the online test administrations. Recommended timelines are provided for each activity to assist you. Check off each activity as you complete it to make sure you have fulfilled your responsibilities as the technology professional for this administration. Detailed instructions for completing each activity are included in the sections referenced by page numbers here. This page may be duplicated as needed.

Page No.	Activity	Recommended timeline
30	❏ Review Resources and Complete Training	3–6 weeks prior to testing
31	❏ Install Software Needed for Online Testing (Use of proctor-caching software is highly recommended.)	2 weeks prior to testing
32	❏ Assess Network Infrastructure and Computer Workstations to Ensure Ideal Testing System Performance	2 weeks prior to testing
33	❏ Sign Security Oath	1 week prior to testing
41	❏ Perform a Test Run of the online testing software and the proctor-caching software	1 week prior to testing

Preparing for Online Testing: Test Administrators

This checklist will help you track the steps involved in preparing for the online test administrations. Recommended timelines are provided for each activity to assist you. Check off each activity as you complete it to make sure you have fulfilled your responsibilities as a test administrator. Detailed instructions for completing each activity are included in the sections referenced by page numbers here. This page may be duplicated as needed.

Page No.	Activity	Recommended timeline
30	❏ Review Resources and Complete Training	2 weeks prior to testing
33	❏ Review Test Security and Confidentiality	1 week prior to testing
33	❏ Sign Administration-specific Security Oath	1 week prior to testing
39	❏ Set up Online Test Sessions	1 week prior to testing
34	❏ Prepare the Testing Environment	1–3 days prior to testing
42	❏ Print Student Authorization Letters	1–3 days prior to testing
42	❏ Generate and Print the Seal Code Letters (TAKS ELA only)	1–3 days prior to testing

Day-of-Testing Activities: Test Administrators

These checklists will help you track the steps involved in administering and monitoring the online tests. Recommended timelines are provided for each activity below to assist you. Check off each step as you complete it to make sure you have fulfilled your responsibilities as a test administrator. Detailed instructions for completing each step are included in the sections referenced by page numbers here. This page may be duplicated as needed.

Page No.	Activity	Recommended timeline
46	❏ Start the Test Session	Day of testing
46	❏ Administer Each Subject-Area Test	Day of testing
47	❏ Monitor and Manage Test Sessions	Day of testing

Post-Administration Activities: Test Administrators and Coordinators

Page No.	Activity	Recommended timeline
50	❏ Resolve the Test Session	Immediately
51	❏ Complete Score Codes (TAKS)	Immediately
53	❏ Complete Score Codes (EOC)	Immediately
55	❏ Lock or Unlock User Accounts in the Online Testing System	1 week after each administration, and throughout the year as needed

Preparing for Online Testing

Review Resources and Complete Training

All district and campus personnel involved in online testing should review the following materials from the *Resources* and *Administration Materials* pages of the Texas State Assessments website available at http://etesttx.com.

- To administer the test: 2009 test administrator materials
- To set up and manage online tests: *Texas State Assessments Technical User's Guide* available at http://etesttx.com/techguide/

NOTE: Districts participating in the EOC field tests will also receive printed copies of their test administrator manuals.

District testing coordinators are responsible for training district and campus personnel in the general procedures for administering tests in Texas and in setting up and administering online tests. They may, however delegate campus-level training to campus testing coordinators or other staff, provided that any person who will be training campus staff has received adequate training. It is recommended districts begin training for coordinators and technology staff approximately 3–6 weeks prior to the test administration. Test administrator trainings should be held two weeks prior to testing. Training sessions should allow adequate time for questions and discussion.

This manual should be used as a starting point for all testing personnel; however, **testing staff are responsible for reviewing only those sections that pertain to their assigned duties**. For example, a test administrator who is not managing the online test sessions does not need to read and understand those activities related to managing the test in the online system and should focus their preparation on test security, the testing environment, and the test administration directions.

All personnel involved in setting up and/or administering online tests should review the following materials:

- *Texas Online Testing Training Course*, accessible from the *Resources* page of the Texas State Assessments website at http://etesttx.com/resources/. The course contains an eMeasurement Texas State Assessments website tutorial and information on resources and support for online testing activities. Portions of the course—Security, Student Data, Session Management, Test Delivery, and Resources—may be presented together or as separate modules, depending on the duties and activities that trainees will be performing.
- Texas Online Testing Training Center, accessible from http://etesttx.com/trainingcenter/, mirrors the "live" site and simulates all activities related to managing test sessions in the online system.
- *TestNav Tutorial*, accessible from the Test Delivery page at http://etesttx.com/testnav, is a computer-driven tutorial for TAKS and EOC testing staff and their students. This

tutorial demonstrates how to use the TestNav delivery system in a text- and graphics-based format.

Campus staff should have students practice navigating and using tools in the TestNav testing system by using the following resource:

- **The Texas-Specific Testing Tools tutorial**, accessible from http://etesttx.com/resources/ under the Student Tutorials section. In-test tutorial screens offering students the opportunity to review and practice with TestNav's electronic tools (eTools) will also be included at the beginning of each of the TAKS and EOC tests. These in-test tutorial screens will include only those electronic tools available during a particular test.

Install Software Needed for Online Testing

If they have not already done so, campus or district technology staff will need to download and install the following software and tools to run the online tests:

- **TestNav test delivery software:** Download and install the TestNav test delivery software on all computers to be used for testing, *ideally, on a local server with shortcuts placed on each desktop.* Technology staff should download and install the TestNav upgrade, available at http://etesttx.com/delivery/. (See Section 7.0 of the *eMeasurement Services Infrastructure Guidelines* available from the *Resources* page at http://etesttx.com/resources/ for specific TestNav download information.)

- **Early Warning System:** When installing the TestNav upgrade above, the Early Warning System (EWS) will automatically upgrade as well. The EWS is designed to alert a test administrator when the network connection to the testing server is interrupted during a test session and to allow the test administrator and technology staff to save student responses.

- **Proctor caching:** The proctor-caching software is recommended because it accelerates the delivery of test content to students and reduces the amount of bandwidth required for online testing. Technology staff may designate the name and location of the proxy server to be used for proctor caching upon installing the TestNav upgrade. The proctor-caching software is available for download from the *Resources* page at http://etesttx.com/resources/.

A test called the Proctor Caching Testing Tool is available at http://etesttx.com/trainingcenter/ in the Online Testing Training Center. This test verifies the functionality of the proctor-caching software and includes a 70-question "practice" test to simulate a "live" test.

To access the Proctor Caching Testing Tool, log into the Session Management area of the Training Center and select "Create a New Session." Then select "Proctor Caching Testing Tool" from the "Test Administration" drop-down menu.

- **Flash Player:** Campus coordinators should ensure that Adobe Flash Player is installed on each test delivery workstation, regardless of whether TestNav is installed via a server. Pearson strongly recommends that the Flash Player update function be disabled during test delivery windows. The Adobe Flash Player installation is integrated in the TestNav installation for more operating systems. TestNav will use the Flash Player bundled with the TestNav installation regardless of the version of the Flash Player installed on the workstation.

For Mac workstations running OS X 10.3.9, Flash Player updates are NOT integrated in TestNav. The version of TestNav designed for OS X 10.3.9 comes with a Flash installer that will install a compatible version of Flash to the operating system. If a different version of Flash is installed to the operating system after that, TestNav will attempt to use the newly installed version, which may or may not be compatible with TestNav.

For more detailed information, the *TestNav Early Warning System Reference Manual* and a *Proctor Caching User's Guide* are available at http://etesttx.com/resources/.

Assess Network Infrastructure and Computer Workstations

Technology staff should confirm that the following steps are taken in preparing the infrastructure and workstations to be used for testing.

- Disable any automatically launching applications such as screensavers, scheduled virus scans, e-mail notification alerts, detectors, instant messenger programs, and power management software on laptops warning of low battery levels. These programs will cause TestNav to close, and the student's test will have to be resumed by a test administrator. (See Section 6.0 of the *eMeasurement Services Infrastructure Guidelines*, available on the *Resources* page at http://etesttx.com/resources/.)

- Refer to the *eMeasurement Services Infrastructure Guidelines* section on Intermediate Network Devices for instructions regarding firewalls and content filters. Content filters must not block Pearson URLs, and firewalls must allow Pearson domain names. (See Section 5.0 of the *eMeasurement Services Infrastructure Guidelines*.)

- If testing via a wireless network, confirm that the network is secure.

Call eMeasurement Technical Support at 888-597-1103 if you require assistance with wireless networking. Verify with your Internet Service Provider (ISP) that no maintenance or outages are scheduled for the online test administration dates.

- Alert other network users at each campus to the online testing schedule and, if necessary, request that they avoid high-bandwidth activity on those days.

- Review the *Online Testing System Requirements* document for an overview of required technology infrastructure at http://etesttx.com/requirements/.

It is recommended that technology staff verify on the day of testing that computer workstations are ready for testing, since changes may occur to workstations between initial assessment and the test day.

Review Test Security and Confidentiality

All testing staff should read and be familiar with the policies outlined in the section on test security and confidentiality provided in this manual.

Administrators and technology staff involved with online testing are expected to comply with all the security and confidentiality policies, so it is recommended that staff review these policies prior to each test administration.

Sign Security Oath

Online test administrators and any other staff who will be in the testing room at the time of testing are required to complete and sign a security oath before and after each administration in which they act as the test administrator. In response to requests from district coordinators, test administrators will now be required to initial and sign an oath following the general training on test security and test administration procedures. They will then be required to sign an oath following each administration-specific training. Test administrators will initial and sign the administration-specific oath once before handling secure materials and again after the test administration is completed. This oath will include a special section to be signed by test administrators who gave an oral administration of a test. The administration-specific oath must be returned to your campus coordinator immediately after the test administration is completed.

District and campus coordinators do not need to sign a separate oath for online testing. Instead, these staff members are required to sign an oath each testing year, which applies to all Texas online and paper testing. Test administrator oaths are provided in the test administrator materials as well as on the *Administration Materials* page at http://etesttx.com/adminmaterials/.

For more details, review the section on the security oath on page 8 of this manual.

Assign Login IDs and Passwords to Staff

District coordinators who previously have participated in online testing should already have a login ID and password for the online testing system.

New district coordinators should contact the Texas Online Team at 800-252-9186 (Option 3) to receive a login ID and password.

District coordinators should then issue login IDs and passwords to campus coordinators as needed. Both district and campus coordinators may then assign login IDs, passwords, and

security authorization to test administrators. District coordinators are responsible for confirming that login information is supplied to the appropriate school testing staff.

> *Texas State Assessments Technical User's Guide*
> **Security, section 3.0**

Prepare the Testing Environment

Testing staff should familiarize themselves with the following procedures in advance of the test administration.

Establishing the Test Setting

Test administrators, in conjunction with the campus coordinator, must arrange for appropriate physical conditions for testing. The online testing environment, such as that found in a computer lab, can result in students being able to view other students' computer monitors. To support test security, testing staff should make a determined effort to prevent students from seeing one another's monitor. This may include providing an obstruction such as a manila folder taped to each side of the monitor or a cardboard carrel placed around each workstation.

Verify and Correct Online Student Information

- To make changes to an examinee's name, PEIMS identification number, or date of birth in the online system, access the online testing system at http://etesttx.com to access the **Student Data** screen.

   To view or edit a student's demographic information:

   1. Open the Student Roster.

   2. Click directly on that student's last name to open the **Edit Student** screen.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Viewing or Editing a Student's Demographic Information, section 4.1.1**

- To make changes to examinee score codes in the online system, access the **Session Management** screen of the testing system at http://etesttx.com/sessions/, and view the session and students for whom score code changes are needed.

   To view or modify a student's score code or testing data:

   (If you are already in the Session Roster screen, go to Step 4.)

   1. Click the **View or Maintain an Existing Session** link to open the Session List.

   2. Select the Test Administration, District, Campus, Class, Test to be Administered, and Session Status from the drop-down menus (the page will refresh after each of these selections has been made).

   3. Locate the session that contains the student and then click on the session name to open the **Session Roster** screen.

   4. Click on the name of the student whose data you want to modify. This will take you to the **Student Test Details** screen for that student.

5. Modify the data as needed and then click the **Apply** button.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Modifying Test Administration Data for Individual Students, section 5.2.2**

Indicate TAKS Testing Accommodations Online

For students that receive accommodations to any online TAKS test, drop-down menus appear on the **Student Test Details** page. Use these menus to indicate the accommodations an eligible student received.

The following categories of accommodations are included in this field.

- Presentation Accommodation
- Response Accommodation
- Setting Accommodation
- Timing and Scheduling Accommodation
- Oral Administration

If the student does not receive testing accommodations, those fields should be left in the "Select" position. Information about accommodations used by the student is collected as part of federal reporting requirements but is not associated with student performance. See the *2008–2009 Accommodations Manual* for more information regarding TAKS accommodations and how to categorize them.

Ensuring Proper Testing Procedures

The campus coordinator must be available on each day of testing to assist test administrators and to address test-related problems and questions. If a situation arises that the test administrator does not know how to resolve, the campus coordinator should be contacted.

> **A test administrator who has been trained in online test administration procedures must be present in the testing room at all times during the administration.**

The campus coordinator will help test administrators conduct test sessions under the best possible conditions. Following the procedures listed below will ensure the security and confidentiality of online tests.

Preparing for Test Administrations

- There must be at least one test administrator for every 30 students.
- A test administrator must be present in the testing room at all times during testing.
- Test administrators **must** actively monitor the testing room while students are working.

- No element of the testing room's environment should hinder any student's performance. The testing room should be quiet, well lighted, well ventilated, and comfortable. Each student should have enough space in which to work.

- A "Testing—Do Not Disturb" sign should be posted outside the testing room.

- Ensure that the seating chart has been completed, including the names of students testing and the students' locations in the room. Also include the names of all test administrators/monitors involved in the session. If a seating chart has not been provided for you, contact your campus coordinator. If students are moved to another room to finish testing, an additional seating chart must be completed.

- Bulletin boards and instructional displays that might be a source of direct answers must be covered or removed during testing. Any rooms to which students may be relocated must also be prepared.

- Make sure that all desks or workstations are cleared of books and other materials not required for the test.

During Testing

- Districts may establish starting times for testing. A student who arrives after testing has begun may be tested if sufficient time remains in the day and if the student has not had contact with students who have already finished testing.

- Test administrators **must** actively monitor the testing room while students are working. Test administrators should confirm that students do not have access to nonallowed materials. Test administrators may not view or discuss individual test items or responses.

- Reinforcing, reviewing, and/or distributing testing strategies during an assessment is strictly prohibited. Providing this type of assistance to students can result in the invalidation of their tests and can compromise the assurance that all individuals are equitably tested in accordance with the guidelines for standardized assessments.

- Students must remain seated during testing, except when they are acquiring or returning authorized reference materials or calculators. Students are not allowed to talk while the test is in progress.

- Since the tests are **untimed**, each student must be allowed to have as much time as necessary to respond to every test item. Districts are not required to test beyond the regular school hours, but they are free to do so if they choose.

- Each student must be allowed to work at his or her individual pace. Students may **NOT** be directed to speed up or slow down.

- Test administrators should regularly remind students to respond to every question.

- Some students may finish the test earlier than others. After they submit their test, students may be allowed to quietly read books or leave the testing room.

- Student Authorization Letters must be kept in a secure location until the day of the test.

The test administrator is responsible for test security and confidentiality in the testing room. Testing personnel are required to report in writing any violations of test security and confidentiality to the district coordinator, providing copies of any correspondence to the campus coordinator and principal.

The contents of online tests are considered secure at all times. No unauthorized viewing, discussing, duplicating, or scoring is allowed.

Answering Questions

Test administrators are **NOT** allowed to answer any questions related to the content of the test itself. If a student asks a question that the test administrator is not permitted to answer, the test administrator may respond, for example, **"I can't answer that for you; just do the best you can."** Test administrators and school personnel are **NOT** allowed to

- translate test questions or passages (including the TAKS ELA written composition prompt) into another language;
- rephrase or add information to questions or the prompt;
- discuss test questions with anyone before, during, or after testing; or
- score test items or discuss with students how they performed.

Note that test administrators **are** allowed to translate oral instructions into the student's native language.

Computer Monitor Glare

Glare from computer monitors may cause student fatigue. If a student experiences glare, correct this by adjusting the student's seating, the angle of the computer screen, or by taping a blank, unused sheet of heavy paper or a folder to the top of the screen.

Breaks

Students may be allowed to take breaks in the testing room during a test session. Test administrators should be attuned to students' need for breaks and determine whether breaks are necessary. Testing staff may adjust student workstations or turn off monitors during breaks if students are bothered by glare from their monitors.

During breaks, students must not discuss the contents of the test, and test sessions must be exited. At the discretion of the test administrator, students may be allowed to take restroom breaks one at a time.

Exiting and Resuming an Online Test

To exit the test, students should click on the "X" at the top right-hand corner of the screen, and then click "Exit TestNav" in the pop-up box. The test administrator must provide assistance for students who need help exiting their tests.

To resume the test, the test administrator must go to the Session Roster in the online testing system and click the **Resume** button next to the student's name. The status column in front of the student's name should display a yellow "Resume" to indicate that TestNav can be launched on the student's computer and the test resumed. Have the student launch TestNav by clicking the TestNav icon on the desktop of the student's computer and logging in using the same Login ID and Test Code as before.

The test has now been resumed and it will begin on the last or second-to-last question the student responded to before exiting the test.

For more information: *Texas State Assessments Technical User's Guide*
Resuming a Student's Test, section 6.3

Lunch

If testing continues into the normal lunch period, students should be allowed to break for lunch. Students should exit the test session prior to the lunch break, following the instructions for exiting and resuming the test session found in the gray box above. Students must **NOT** click the **Submit** button at this time. During lunch the students must remain together and be closely monitored by a trained test administrator to ensure that the contents of the test are not discussed.

Cell Phone Use

The use of cell phones during testing is not permitted. Districts are required to develop a policy for cell phone use that serves their needs while preserving the security and confidentiality of the testing program.

Emergencies

Occasionally an emergency will arise and a student may need to leave the testing room for a brief time. If time allows it, instruct students to exit the test, following the instructions for exiting and resuming an online test in the gray box above. **Students must NOT click the *Submit* button at this time.** A test cannot be resumed or restarted once the answers have been submitted.

School Emergencies

If the nature of the emergency indicates a danger to students (such as a fire alarm), testing staff should NOT instruct students to exit their test sessions. Students should go quietly outside, following their school's regulations for exiting the building.

Test administrators must closely monitor their testing groups to make sure no one discusses the test. If students return, the test administrator and campus coordinator should determine whether they should continue testing. If students will continue testing, the test administrator must resume each affected student's test by clicking the **Resume** button next to the student's name on the Session Roster. Students may then log back in to TestNav.

If students cannot continue testing, the test administrator must end each affected student's test session and determine whether the student's score code in the testing system should be "Other" or if the student's responses should be submitted for scoring by leaving the score code set to the default "Select."

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Stopping a Test Session, section 6.4**

Technical Emergencies

If presented a warning screen stating that the testing server is not available, follow the instructions provided in the *TestNav Early Warning System Reference Manual* and consult with the eMeasurement Technical Support group at 888-597-1103 as needed. In the event of a systemwide issue affecting many users, problem status will be immediately available from eMeasurement Technical Support at 888-597-1103.

Users will receive a recorded message including system status and recommended actions. Please note that students' answers should **NOT** be submitted and students' tests should **NOT** be marked complete because of a technical issue without first receiving directions from the testing contractor.

Changing Testing Rooms

The tests are untimed. Students should be given as much time as they need to finish the test, although they are required to finish the test the same day it is started. As long as test security is not breached, students may be moved to another testing room.

Students who have not finished the test by the end of the test session may be moved to another location. If students must be moved to an alternate test site to finish their test, be sure to have them exit the test and close the TestNav application. **Make sure that students *do not submit* their test answers at this time.** While in transit, students must not discuss the test with anyone or have access to learning materials. After the students are settled in the new location, the test administrator can resume the students' tests by following the instructions in the gray box on page 38.

Set Up Online Test Sessions

The Texas State Assessments website at http://etesttx.com is the main page for accessing all Texas online testing. While students will be taking the online test using TestNav, the electronic test delivery software, testing personnel will be using the **Session Management** screen available at http://etesttx.com/sessions/ on their own workstations to monitor student test sessions. Refer to the *Texas State Assessments Technical User's Guide* for information about setting up and managing test sessions.

To begin setting up for online testing, go to the Texas State Assessments website at http://etesttx.com.

From the homepage, two versions of the Texas State Assessments website are available. One is the Training Center, where testing staff can practice online testing activities. The other is the "live" Texas State Assessments website, which testing staff will use for setting up and administering the live tests.

Accessing the Training Center

The Training Center is a mirror of the "live" site and offers opportunities to practice online testing and test session management activities and to perform test runs of the TestNav test delivery software.

The Training Center requires a separate authentication that is available upon request by contacting the Texas Online Team at 800-252-9186 (Option 3). Access to the Training Center must be requested at least two weeks before a test administration.

Do **NOT** set up practice test sessions in the "live" Texas State Assessments website. Be sure the banner at the top of the website says Training Center, not Texas State Assessments, before performing any practice or test runs of the TestNav software.

Accessing the "Live" Texas State Assessment Website

Before accessing any of the secure links and administrative features of eMeasurement System, users must log in. Pearson will provide district testing coordinators with a login ID and temporary password. District testing coordinators must then ensure that district and campus staff requiring access to the eMeasurement Texas State Assessments administrative website are set up as users of the site, providing each with an authorization letter containing a unique login ID and password. The first time users log in to eMeasurement Services, they will be prompted to change their assigned temporary password to one they create. Also, as of June 11, 2008, when logging in to the online testing system, testing staff will be prompted to change their passwords. After this, the testing system will prompt users to change their passwords every 60 days from their last password change.

Each user's login ID and password are confidential and should be known only to him or her. Users should not share their passwords or allow others to log in with their login ID and password. If users forget their password, they must contact the person who provided the login information (login ID and initial assigned password) to receive a new password.

Creating (Setting Up) Test Sessions

Test sessions are electronic groupings of students who will take the same test at the same time and in the same location. For example, if a group of 30 students is in one computer lab to take the Algebra I EOC Assessment, a test session must be created for this group. Before a test administrator can start a test session, the session must be created within the Session Management section of the Texas State Assessments online testing website available at http://etesttx.com.

It is recommended that testing staff set up student test sessions at least one to two weeks before testing. Technical staff should be involved in the test session setup because they need to understand the interaction between the TestNav test delivery software and Test Session Management activities in the online administrative website.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Creating a New Test Session, section 5.1**

Creating Oral Administration Test Sessions

For oral administrations of the online test, test administrators will need their own TestNav login IDs to view the same test as their students. The test administrator can then read aloud the online test to eligible students.

See Appendix A in this manual for eligibility and instructions for setting up oral administration test sessions and generating the Proctor Authorization Letter containing the TestNav login ID.

In-Test Tutorials

For each TAKS and EOC subject-area test offered online, tutorial screens offering students the opportunity to practice with TestNav's electronic tools (eTools) are included. These tutorial screens include only those electronic tools available during that particular test. Additionally, campus staff can arrange for students to view the *TestNav Tutorial* and/or the *Texas-Specific Testing Tools* tutorial discussed on page 30 of this manual, either in advance of testing day or immediately prior to logging in to the online test.

Perform a Test Run of the Online Testing Software and the Proctor-Caching Software

There are two tests available in the Online Testing Training Center for technology staff to check the functionality of the TestNav and proctor-caching software required for online testing. To access these, log in to the Session Management area of the Training Center at http://etesttx.com/trainingcenter/ and select "Create a New Session." Then select the desired

test from the "Test Administration" drop-down menu. It is recommended that technology staff perform these tests to ensure successful test delivery, particularly if your campus is new to online testing. The two tests are:

- **TX Training Test**: Use this testing tool to check the functionality of the TestNav software.

- **Proctor Caching Testing Tool**: Use this test to check the functionality of the proctor-caching software. This new test includes a 70-question "practice" test to simulate a "live" test.

Contact the Texas Online Team at 800-252-9186 (Option 3) for assistance with accessing the Texas Online Testing Training Center.

Print Student Authorization Letters

Before each test session is started, test administrators or technology staff must generate and print the Student Authorization Letters. Student Authorization Letters contain the unique Login ID and Test Code needed to log in and the URL that students enter into TestNav to access a test. Student Authorization Letters should be printed at least one day before the test administration and stored in a secure location.

From the Session Roster screen in the online testing system:

1. Click the *Get Authorizations* button on the Session Roster screen.

2. Print the Student Authorization Letters using the Print function within Adobe Reader.

Adobe Reader can be downloaded from http://www.adobe.com/products/acrobat/readstep2.html free of charge.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Printing Student Authorization Letters, section 5.1.3**

Generate and Print the Seal Code Letters (TAKS ELA Only)

Seal codes are the electronic equivalents to the adhesive paper tabs used to seal sections of the paper test booklets. Before students in an online test session can access an electronically sealed section of the test, they must enter a four-digit seal code, which then allows them to access the sealed section.

You should print the Seal Code Letters one to three days prior to testing and store them in a secure location until testing begins.

Use only the **first** seal code for the revising and editing section of the TAKS ELA test. Disregard the other eight seal codes, as they are default-generated by the testing system. It is recommended that you print the Seal Code Letters the day before the test administration and

store them in a secure location along with the Student Authorization Letters and Session Roster for that test session.

NOTE: Once a student enters the sealed section, the student can no longer use a dictionary or thesaurus to check work completed in the reading and written composition section of the test. It is important that students be ready to move to the sealed section of the test before attempting to do so.

Follow these instructions to print the Seal Code Letters:

1. Go to the Session Management link on the Texas State Assessments website at http://etesttx.com/sessions.

2. Click on *View or Maintain an Existing Session.*

3. Depending on your level of access (district or campus), select the district, campus, and/or class from the drop-down menu.

   - If you are at the district level, you select the campus and the class.
   - If you are at the campus level, you select the class.

4. Select the TAKS exit level ELA test from the "Test to be Administered" drop-down menu. Then select "Not Started" from the "View Sessions with Status" drop-down menu. All sessions that match the selected criteria will be displayed.

5. Click on the name of the test session in the "Session Name" column. The Session Roster for the selected session will appear.

6. Click the *Seal Code* button at the top, right of the screen. The page containing the seal codes will appear as a PDF.

7. Print the Seal Code Letters using the print function within Adobe Reader.

Day-of-Testing Activities

To administer each online test, use this manual in combination with the test administrator materials for the subject-area test. Test administrator manuals will be made available in advance of each test administration and posted to the Texas State Assessments' *Administration Materials* page at http://etesttx.com/adminmaterials/.

Printed manuals will be distributed in the 2008–2009 school year for the EOC field tests. For technical assistance with the online testing system, you may need to consult the *Texas State Assessments Technical User's Guide*, available from http://etesttx.com/techguide/ and referenced in the gray information bars throughout this manual.

Start the Test Session

Student Authorization Letters should be printed at least one day before the test administration and stored in a secure location. For instructions on viewing and printing the Student Authorization Letters, see the section on page 42.

Immediately prior to testing, test administrators must provide each student his or her own Student Authorization Letter. Once the test session is started by the session administrator, students will log in to TestNav using the login ID and test code provided in the Student Authorization Letters. (A password is not required; the field will be blank on the Student Authorization Letters and students should leave the Password field blank in the TestNav login page.)

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Printing Student Authorization Letters, section 5.1.3**
> **Starting a Session, section 6.1**

Administer Each Subject-Area Test

After the test session has been started, test administrators will guide students through logging in to TestNav, reviewing any sample items, and beginning the test. Remember, you may view and/or print the test administrator manuals from the *Administration Materials* page at http://etesttx.com/adminmaterials/.

Monitor and Manage Test Sessions

After a session is started and students log in, you can monitor the status of all students assigned to a test session from the **Session Roster** screen. The color-coded boxes in the Status column in front of each student's name indicate the student's real-time test status.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Monitoring a Session, section 6.2**

Moving Students to Another Test Session

For online tests offered during a testing window, students should be moved to a later test session if they will not be present for the test session for which they were originally scheduled. If the test session is still open on your workstation, you may move students to a new session or to another existing session.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Moving Students to Another Session, section 5.2.1**

If you move students to another session, they will be assigned a new test code. Any Student Authorization Letters previously printed will need to be reprinted to provide a new test code for the students. Authorization Letters from the initial session must be destroyed.

Resuming a Test

A test administrator will need to resume a test when a student exits TestNav before completing the test. For example, when a student exits the test for breaks, lunch, emergencies, or when the student is moved to another computer, the student's test must be resumed by a test administrator. Should a student try to access an application other than TestNav, the online test will close and will need to be resumed by a test administrator before the student can log in to the test.

It is important that the test administrator's Session Roster screen be periodically refreshed so that the test administrator can closely monitor students whose status changes to Exited. The test administrator must determine why a student's status is shown as Exited if the test administrator did not authorize exiting the test. A student cannot resume a test until a test administrator authorizes the student to do so.

Use the "Resume Test" function only if the student will resume the **same** test.

To resume the test after a break, the session administrator must go to the Session Roster in the online testing system and click the **Resume** button next to the student's name. The status column in front of the student's name should display a yellow "Resume" to indicate that TestNav can be launched on the student's computer and the test resumed. Have the student launch TestNav by clicking on the TestNav icon on the desktop of the student's computer and logging in using the same Login ID and Test Code as before.

The test has now been resumed and it will begin on the last or second-to-last question the student responded to before exiting the test.

Instructions for resuming the test are also in the gray box on page 38.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Resuming a Student's Test, section 6.3**

If a student has exited TestNav and will not resume the same test for reasons such as illness during testing or a specific testing irregularity, follow the process for marking the test complete in the online testing system.

To mark a student's test complete, follow these steps:

1. From the **Student Roster** screen, click on the student's name to open the Student Test Details screen.

2. Click the **Mark Test Complete** button.

3. Enter the reason why the student did not complete the test in the pop-up window that opens.

   NOTE: Even if the student did not log in to the test (e.g., the student was absent), you should mark the student's test "Complete" and enter the reason why the student did not complete the test. This reason will be displayed on the Student Test Details screen in the Termination Reason field.

4. Click the **Apply** button. Any responses entered by the student before the test was exited will be sent to the scoring system.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Marking a Test Complete, section 6.4**

Changing Testing Rooms

The tests are untimed. Students should be given as much time as they need to finish the test, although they are required to finish the test the same day it is started. As long as test security is not breached, students who have not finished the test by the end of the test session may be moved to another location. If students must be moved to an alternate test site to finish their test, instruct the test administrator to have them exit the test and close the TestNav application. **Student should NOT submit their test answers at this time.** While in transit, students must not discuss the test with anyone or have access to learning materials. After the students are settled in the new location, the test administrator can resume the students' tests by following the instructions in the gray box on page 38. Students may then log in to TestNav and continue testing. If test administrators need more assistance, they should reference the gray bar below.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Resuming a Student's Test, section 6.3**

Post-Administration Activities

Resolve the Test Session

Submitting the Test for Scoring

The test will be submitted via the online testing system as soon as the student selects the "Submit" button.

After students have finished the test, they will submit the test by following these instructions:

1. Click the *Submit* button at the bottom of the screen to submit responses. This will display the Submit pop-up window.

2. Click the *Submit Answers* button in the pop-up window, and then click the *Yes* button to submit the test.

Students whose tests have been submitted will be indicated with a red "Stopped" in the Status column of the Session Roster.

Test administrators should remind students that they should finish the test and be satisfied with their responses before submitting their tests. Once a test is submitted, it CANNOT be restarted by the test administrator.

If a student clicks the *Submit Answers* button accidentally, but wishes to finish the test, the test administrator must call Pearson's Austin Operations Center at 800-252-9186 (Option 3).

Please note that students who cannot finish their tests due to illness or a testing irregularity should **NOT** click the *Submit Answers* button. **The test should be exited and marked as complete by the test administrator per the instructions referenced in the gray information bar below.** The district must determine whether the student's score code in the testing system should be "Other" or if the student's responses should be submitted for scoring by leaving the score code set to the default "Select." See the TAKS or EOC score coding sections on pages 51–54 for details on indicating this score code.

> *Texas State Assessments Technical User's Guide*
> **Marking a Test Complete, section 6.4**

Stopping the Session

After *all* students have finished the test and clicked the *Submit* button on their screen, the session is ready to be closed. Any students who have ended their test by clicking the *Submit Answers* button or whose test was marked complete by the session administrator will be indicated with a red "Stopped" in the status column of the Session Roster.

If any student exited but did **NOT** resume the test (e.g., due to illness or a testing irregularity) and will not be able to finish the test, follow the instructions for marking a test complete.

> *Texas State Assessments Technical User's Guide*
> **Marking a Test Complete, section 6.4**

When all students' tests are indicated by a red "Stopped" in the status column, click the *Stop* button located on the bottom-right corner of the Session Roster screen to close the test session.

> *Texas State Assessments Technical User's Guide*
> **Stopping a Test Session, section 6.5**

Complete Score Codes (TAKS)

- **If an examinee takes some tests online and some on paper,** the paper answer document should be used to indicate score codes. Fill in the asterisk bubble for each subject the examinee completed online. The SCORE CODE field in the FOR SCHOOL USE ONLY section of the paper answer document indicates whether an examinee's test should be scored. For each subject-area test, select only one score code. Submit the TAKS exit level answer document with the scorable materials. For more information, see the *2009 District and Campus Coordinator Manual.*

- **If an examinee is registered to test all eligible subjects online but is absent for all of those tests and does not test online,** use the online testing system to indicate the absence(s).

- **If an examinee is registered to take all eligible tests online, completes at least one of them in the online system, and does NOT take any tests on paper,** then test administrators should use the online system to indicate score codes. *Follow the directions in the table on the next page to complete score codes for students in this situation.* If the student has not taken any tests on paper, there is no need to submit a paper answer document.

Completing Score Codes in the Online System

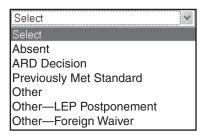| If the examinee	then
is absent from the subject-area test,	select **"Absent"** from the score codes on the Student Test Details screen.
did not participate in testing due to an admission, review, and dismissal (ARD) committee decision,	select **"ARD Decision"** on the Student Test Details screen.
previously met the passing standard,	select **"Previously Met Standard"** on the Student Test Details screen.
begins but does not complete or submit the online test due to illness or a testing irregularity,	mark the student's test complete and then select **"OTHER"** on the Student Test Details screen or allow the test to be submitted for scoring by leaving the score code set to the default "Select."
did not participate in testing due to either a LEP postponement or a foreign exchange waiver,	select the corresponding phrase, either **"Other—LEP Postponement"** or **"Other—Foreign Waiver."**
completes the test online,	no action is needed. Upon submission of the online test, the online system will set the student's test to "Submitted."

For assistance in completing score codes for online testing, contact Pearson's Austin Operations Center at 800-252-9186 (Option 3).

All TAKS online score code selections have been consolidated into one drop-down field, in the same location as "Other" on the Student Test Details screen.

This drop-down selection on the Student Test Details screen is accessible by entering the Test Session Management area of the eMeasurement website, and selecting the appropriate Test Session, Session Roster, and finally the student for whom you need to change or select score codes.

Online score codes on the Student Test Details screen

Select
Select
Absent
ARD Decision
Previously Met Standard
Other
Other—LEP Postponement
Other—Foreign Waiver

SCORE CODE field on paper answer document

SCORE CODE			
ELA	M	S	SS
A	A	A	A
X	X	X	X
P	P	P	P
O	O	O	O
*	*	*	*
S	S	S	S

Examinees may take a combination of TAKS exit level online subject-area tests and TAKS (Accommodated) paper forms of the retest. (An online version of the accommodated form is not available.) For any subjects tested with the TAKS (Accommodated) form, mark the "S" in the SCORE CODE area and indicate the subject(s) in the TEST TAKEN INFO section of the answer document. Mark the asterisk ("*") for subjects that were taken online.

For additional information on the TAKS exit level tests, including handling of paper answer documents and unused precoded labels, see the *2009 District and Campus Coordinator Manual*, available online at http://www.tea.state.tx.us/student.assessment/resources/guides/ coormanual/index.html.

Complete Score Codes (EOC)

For the 2008–2009 school year, all EOC score codes and student information will be managed and recorded through the online testing system for all online administrations. Districts will only receive answer documents for students taking the paper version of the EOC field test in world geography. For details about the paper administration of the World Geography EOC field test, see page 59.

Verify and Correct Online Student Information

- To make changes to an examinee's name, PEIMS identification number, or date of birth in the online system, access the online testing system at http://etesttx.com to access the **Student Data** screen.

     To view or edit a student's demographic information:

     1. Open the Student Roster.

     2. Click directly on that student's last name to open the **Edit Student** screen.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Viewing or Editing a Student's Demographic Information, section 4.1.1**

- To make changes to examinee score codes in the online system, access the **Session Management** screen of the testing system at http://etesttx.com/sessions/ to view the session and students for whom score code changes are needed.

To view or modify a student's score code or testing data:

(If you are already in the Session Roster screen, go to Step 4.)

1. Click the **View or Maintain an Existing Session** link to open the Session List.

2. Select the Test Administration, District, Campus, Class, Test to be Administered, and Session Status from the drop-down menus (the page will refresh after each of these selections has been made).

3. Locate the session that contains the student and then click on the session name to open the **Session Roster** screen.

4. Click on the name of the student whose data you want to modify. This will take you to the **Student Test Details** screen for that student.

5. Modify the data as needed and then click the **Apply** button.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Modifying Test Administration Data for Individual Students, section 5.2.2**

Completing Score Codes in the Online System

If the student	then
is absent from the subject-area test,	remove the student from the test session. 1. Go to Session Roster. 2. Select "Remove" check box next to student name. 3. Click the "Remove Checked" button. The student may be rescheduled to take the subject-area EOC test on another day within the testing window.
does not complete or submit the online test due to illness or a testing irregularity,	mark the student's test "Complete." 1. Go to Session Roster. 2. Click student's name to view Student Test Details. 3. Click "Mark Test Complete." 4. Type description in pop-up box. 5. Click "Apply" and allow screen to refresh. The student may **NOT** be rescheduled for testing once he or she has begun the test.
completes the test online,	no action is needed. Upon submission of the online test, the online system will set the student's test to "Submitted."

For assistance in completing score codes for online testing, contact Pearson's Austin Operations Center at 800-252-9186 (Option 3).

- To make changes to student information in the online system, access the online testing system at http://etesttx.com and go to the **Student Data** screen. Student Data Management enables users to enter students into the system and to view and modify student information for students already in the system (e.g., student name, date of birth, gender, ethnicity, ID number, etc.).

- To make changes to student score codes in the online system, access the **Session Management** screen of the testing system at http://etesttx.com/sessions/ and view the session and students for whom score code changes are needed.

> **For more information:** *Texas State Assessments Technical User's Guide*
> **Viewing or Editing a Student's Demographic Information, section 4.1.1**
> **Modifying Test Administration Data for Individual Students, section 5.2.2**

When testing is complete and the session has been stopped, all Student Authorization Letters, Session Rosters, and test administrator manuals should be returned to the campus coordinator.

> **The campus coordinator must collect and destroy all Student Authorization Letters and any scratch paper or graph paper, as well as any formula charts on which students may have written notes.**

Lock or Unlock User Accounts in the Online Testing System

District and campus coordinators may lock online testing system user accounts. When users leave the district or need to be removed from the system for other reasons, their account access must be locked.

To lock a user's account in the online testing system, follow these steps:

1. Click the *Security* link on the Texas State Assessments homepage.

2. Click the *View or Maintain an Existing User* link to open the User List screen.

3. On the **User List** screen, click on the letter in the alphabet bar that corresponds to the first letter in the user's last name. A list of users whose last names start with that letter will be displayed.

4. Scroll down to find the person you want to view or modify, and then click directly on the name to open the **Edit User** screen.

5. Select the **Lock User** checkbox on the **Edit User** screen. This will prevent the user from logging in to the Texas State Assessments website.

   ■ To unlock a user, return to the **Edit User** screen and uncheck the checkbox. All of the authorizations previously assigned to the user will be restored.

   ■ You can also lock and unlock a user from the **User List** screen. Place a checkmark in the box in the Lock column to lock the user; uncheck the checkbox to unlock the user.

Paper Administration
of the
World Geography EOC Field Test

Contents

EOC Paper Field-Test Overview

General Information

This section of the manual pertains only to the paper administration of the World Geography EOC field test. Districts selected to participate in the paper version of the World Geography EOC field test may use the information in this section to plan for and carry out the administration. The 2009 World Geography EOC field test will be administered during the testing window of May 4–22, 2009.

Field-Test Scheduling

Your district may develop a local schedule to administer the field tests during the designated three-week testing window. The field tests are not timed; some students will likely take longer than others. However, once a student begins taking a field test, the student must complete it on the same day.

Training

Designate at least one field-test administrator for every 30 students to be tested. Campus coordinators should schedule training sessions for individuals who have not previously served as field-test administrators. **Instructions for administering the field test should be read carefully by district coordinators, campus coordinators, and field-test administrators before testing begins.**

> **Please note that certified and noncertified paraprofessionals who are currently employed by the district and routinely work with students in the classroom may serve as field-test administrators, monitors, or assistants, provided that they have been trained in test administration procedures and are under the supervision of a certified professional on the same campus.**

The district coordinator is the contact person for campuses participating in the field test and should work with campus coordinators to schedule the times and locations of testing. If additional information is needed, call TEA's Student Assessment Division at 512-463-9536.

Active Monitoring

Active monitoring means that test administrators must be actively engaged while students are working on the test, moving about the room so they can be more aware of students' actions. Test administrators should confirm that students do not have materials available that are not allowed, such as ballpoint pens or cell phones. Students should also be reminded periodically, either as a group or individually, to record their responses on the answer document. However, test administrators may not view or discuss individual test items or responses with students or

with other adults unless specifically instructed to do so by the procedures outlined in the test administrator manuals. Principals and campus coordinators must confirm that test administrators are actively monitoring in each testing room.

Before a student leaves the testing room, the test administrator must check the completed answer document to be sure the student has recorded his or her answers. If the student has not done so, the test administrator should say, **"You have not recorded all of your work on the answer document. Please do so now."** The testing materials should then be returned so that the student may record his or her answers on the answer document. Test administrators should be instructed to look at answer documents only to see whether responses are recorded. They may not examine or comment on individual responses.

Breaks

Field-test administrators may allow students to take brief breaks in the testing room during a field-test session. However, breaks are not mandatory; field-test administrators may use their own judgment in determining whether any are necessary. During breaks, students must not discuss the content of the field test, and test booklets must be closed with answer documents inside. Students may be allowed to take restroom breaks one at a time.

Lunch

If the field test continues into the normal lunch period, allow students to break for lunch. Students must place their answer documents inside their test booklets. The field-test administrator must collect all booklets and place them in locked storage. **During lunch, students must remain together and be closely monitored by a trained test administrator to ensure that the contents of the test are not discussed.**

Cell Phone Use

The use of cell phones during testing is not permitted. Districts are required to develop a policy for cell phone use that serves their needs while preserving the security and confidentiality of the testing program. Please check with your campus coordinator if you have questions about your district's policy.

Emergencies

Occasionally an emergency will arise, and a student may need to leave the testing room for a brief time. No field-test materials may be taken from the room. If the student returns, the campus coordinator and the field-test administrator involved should determine whether confidentiality has been maintained and if the student should continue testing. If a student cannot continue the field test, the student's answer document should be marked "VOID" and returned with the nonscorable materials.

Changing Testing Rooms

Some students may need more time than others to complete the field test. As long as test security is not breached, students may be moved to another testing room. Instruct these students to close their test booklets after placing their answer documents inside. The field-test administrator must collect all field-test materials, accompany the students to the new testing room while ensuring that they do not discuss the content of the field test, and then redistribute the test materials once students are ready to continue testing. Students may **NOT** carry their own test materials to the new testing room. It is strongly recommended that the new testing area be properly prepared in advance to receive the students, including removing or covering all instructional aids that may be a direct source of answers.

Distributing EOC Field-Test Materials

Precoded Labels

Precoded labels for the field tests will arrive in your district by April 27, 2009.

Field-Test Materials

Districts will receive a shipment of EOC field-test materials by April 20, 2009. The field-test materials are boxed by campus. A district overage of materials will also be included in this shipment.

Secure materials are combined with the nonsecure materials in one shipment for the EOC field-test administration.

Contents and Packing Arrangement of Shipment

Box 1 (White)

District Packing List
Pallet Detail Report
District coordinator package (shrink-wrapped)

Campus Box

Campus Packing List
Campus coordinator materials:
    Paper bands
    Field-Test Group ID Sheets
    Test administrator manuals for the
        campus coordinator
Test administrator manuals
Blank answer documents
Test booklets (including overage for
    resolving shortages)

District Overage Box

District Overage Packing List
District coordinator materials:
    Paper bands
    Field-Test Group ID Sheets
    Test administrator manuals for
        the district coordinator
Test administrator manuals
Blank answer documents
Test booklets for resolving shortages

EOC Field-Test Coordinator Package Contents

- Field-test administrator manuals
- Field-test Group Identification Sheets
- Answer Document Packing List
- Shipping labels and freight bills

As soon as possible after the EOC field-test materials arrive in the district, district coordinators should distribute them to campus coordinators. Refer to the packing lists in the shipment to identify the materials included in the packages.

Materials for Field-Test Sessions

The campus coordinator should distribute the field-test administrator manuals before the day of testing.

Field-test administrators should receive the following materials on the day of testing:

- One test booklet for each student to be tested
- One answer document per student
- One answer document for demonstration purposes
- Additional answer documents to replace unusable ones

A Materials Control Form is included in this manual to help campus coordinators account for booklets that are assigned to field-test administrators. Coordinators are responsible for ensuring that all secure field-test materials are returned after testing.

Campus coordinators should not issue extra test booklets to field-test administrators before testing begins. If test administrators need additional test booklets during testing, they should contact the campus coordinator. Campus coordinators should instruct field-test administrators to keep all secure materials in locked storage until immediately before testing.

Before the session begins, field-test administrators should make certain that students are supplied with two sharpened No. 2 pencils with erasers.

EOC Field-Test Administration Information

Unusable Answer Documents

If an answer document becomes unusable at any point during a test session, the field-test administrator should give the student a new answer document and instruct the student to begin marking his or her answers on the new document at the point where he or she stopped on the unusable document.

When the student turns in the new answer document, the test administrator will transfer verbatim the student's responses from the unusable answer document to the new one. The test administrator must write "Transcribed by (NAME) because (REASON)" at the top of the new document. Transcription must be done in No. 2 pencil. The unusable answer document must be marked "VOID" in large, bold letters across the front and returned with the nonscorable materials to the campus coordinator.

Completing Student Identification Information

Precoded labels for students selected to participate in the EOC paper-based field test have been generated based on information provided to the testing contractor by your school district. Because of student mobility between districts and among campuses within a district, you may receive labels for students who are not currently enrolled at the selected campus. Any unused labels should be returned in the bottom of the nonscorable materials box. It is not necessary to void these labels. Answer documents for newly enrolled students without precoded labels must be hand-gridded using a No. 2 pencil.

Before the field test is administered, school personnel should affix precoded labels within the printed box located on the lower right corner of the answer document.

If a precoded label has **NOT** been supplied for a student, school personnel must complete the following information on the answer document before the field test is administered.

Student Name (last name, first name, middle initial)

Date of Birth

The following sections may be completed by school personnel either before or after testing but must be verified before test materials are returned.

Student-ID (As Used for PEIMS)
Enter the student's nine-digit PEIMS number.

Ethnicity
    1 = American Indian or Alaskan Native
    2 = Asian or Pacific Islander
    3 = African American
    4 = Hispanic
    5 = White, not of Hispanic origin

Sex Code
    M = Male
    F = Female

Preparing EOC Field-Test Materials for Return

All field-test materials must be collected and returned as soon as possible after the field test. Coordinators are responsible for ensuring that all secure field-test materials are returned after testing.

Scorable Materials

For the EOC field test, scorable materials include **used answer documents only**. Follow these steps to return scorable materials:

1. Separate the scorable materials from the nonscorable materials.

2. Complete a Field-Test Group Identification Sheet for each group tested on each campus, following the directions on the bottom of the sheet.

   - Record on the Field-Test Group Identification Sheet only the number of answer documents actually submitted for scoring.

   - Place the Field-Test Group Identification Sheet on top of the corresponding stack of scorable answer documents and secure the stack and sheet with a gummed paper band. Mark the band with the campus name and group ("World Geography").

     If multiple bands are needed, fill in the appropriate numbers in the space indicated on the paper bands (for example, 1 of 3, 2 of 3, 3 of 3). Mark each band with "World Geography" in the space for campus name and group.

3. Complete the Answer Document Packing List for your district's materials. Please verify count before shipping.

4. Pack the scorable materials in the boxes in which they arrived or in boxes of similar strength. (Scorable materials for more than one campus may be packed together as long as the materials are separated by a Field-Test Group Identification Sheet and a gummed paper band.)

   - After the scorable materials have been checked and packed, place the Answer Document Packing List on top of the uppermost set of campus materials (Box 1).

   - Complete a SCORABLE shipping label for each box.

   - Affix a label to each box.

   - Number each box in sequence (for example, 1 of 3, 2 of 3, 3 of 3), marking the sequence number on the label.

5. Call the carrier for pickup two working days before the pickup date. (The telephone number for the carrier is printed on the Return Carrier Memo.)

Campus coordinators should return scorable materials to the district coordinator by May 25, 2009. District coordinators should return scorable materials to the testing contractor by May 26, 2009.

Nonscorable Materials

For the EOC field test, nonscorable materials include all test booklets, unused answer documents, voided answer documents, unused precoded labels, and typed or tape-recorded materials. Follow these guidelines to return nonscorable materials:

- Keep all nonscorable materials in locked storage until they are returned to the district coordinator.
- Pack nonscorable materials either by campus or by district, using the boxes in which they arrived or boxes of similar strength.
- If materials for more than one campus are in a box, make sure that materials for a single campus are grouped together.
- Group any unused or voided materials together and secure them with gummed paper bands.
- Complete a NONSCORABLE shipping label for each box.
- Affix a label to each box.
- Number each box in sequence (for example, 1 of 3, 2 of 3, 3 of 3).
- Call the carrier for pickup two working days before the pickup date. (The telephone number for the carrier is printed on the Return Carrier Memo.)

After packing scorable and nonscorable materials, remember to retain the shipping information for your records. These must be maintained for at least five years.

Campus coordinators should return nonscorable materials to the district coordinator by May 27, 2009.

District coordinators should return nonscorable materials to the testing contractor by May 29, 2009.

It is not necessary to return test booklets in alphabetical or numerical order. You do not need to return test administrator manuals, the district coordinator package, unused paper bands, or packing lists.

Submit an answer document only for students who participate in the field test. It is not necessary to fill out an answer document for students who are absent during the field test. Unused precoded labels do not have to be voided.

Questions about the return of field-test materials may be referred to Pearson's Austin Operations Center at 800-252-9186.

EOC Field-Test Results

No performance results for students, campuses, districts, or the state will be provided for the field test. However, as a part of EOC development, educator committees will review the performance data and advise TEA regarding the quality of field-test items.

MATERIALS CONTROL FORM

2009 EOC Field Test

You may use this form to account for the EOC field-test booklets assigned to administrators. Campus coordinators should fill out the first three columns below before distributing any booklets.

The field-test administrators' initials in the "Out" boxes signify that they have received the secure field-test booklets assigned to them and that they have signed the security oath. A field-test administrator should not initial this form if the information on it is incorrect.

Any missing secure field-test booklets must be located before the campus coordinator initials the "In" box. If missing secure materials cannot be located, the campus coordinator should immediately contact the district coordinator.

Campus Name _____ Campus Coordinator _____

Name of Field-Test Administrator	Total # of Booklets	Range of Security Numbers Coded on Booklets	Out	In

Duplicate this form as needed.

Appendix A

Oral Administration

Eligibility

The following instructions provide general information concerning oral administration procedures for online testing. The test administrator manuals also include guidelines for reading aloud various types of test items. The paper World Geography EOC field test may not be administered orally (see the list below), therefore instructions for orally administering a paper assessment are not included in this manual.

Detailed information regarding oral administrations for students taking TAKS assessments, including eligibility requirements and the decision-making process, is in the *2008–2009 Accommodations Manual* **available in districts and online at http://www.tea.state.tx.us/student.assessment/ admin/AccommManual_2008_09.pdf**

An oral administration is an accommodation for eligible students during the TAKS and EOC assessments designated below. Before conducting an oral administration, test administrators should familiarize themselves with the instructions in this appendix, the information presented in the appropriate test administrator manual, and the *2008–2009 Accommodations Manual.*

Oral administration encompasses different levels of reading support for each student. This may include reading only a few words or phrases, reading multiple sentences throughout the test, or reading the test in its entirety (test questions and answer choices). It is the responsibility of the appropriate committee to document the level of oral administration support needed in the student's individualized education program (IEP) or individual accommodation plan (IAP). A student whose committee has determined that student choice is appropriate may ask the test administrator at any time to change the level of oral administration being provided. For example, the student may ask that the test administrator read only words or numbers as needed.

The following assessments may be administered orally to eligible students:

- TAKS exit level online tests in mathematics, science, and social studies
- EOC online assessments in Algebra I, geometry, biology, chemistry, and U.S. history

These assessments may **NOT** be administered orally:

- TAKS exit level online tests in English language arts
- EOC field-test assessments in physics and world geography
  (This applies to both the online format for both subjects and the paper format offered for world geography.)

Students who receive any type of oral administration may need to be tested individually so that other students will not be disturbed or distracted. However, a test may be orally administered to a small group if there are not enough test administrators available for individual

administrations. It is the responsibility of the school to determine the most appropriate way to administer each assessment to students who are receiving different levels of oral administration.

The test administrator should follow the standard administration directions found in the test administrator manual available for each administration on the *Administration Materials* page of the Texas State Assessments website at http://etesttx.com/adminmaterials/. When reading the administration directions to students, the test administrator should read the sample items in the same manner as he or she will read the actual test items. No person providing an oral administration of a test may write notes, calculations, or any other marks in a test booklet or in any other location. Test administrators conducting an oral administration must be aware that they are viewing secure content and that responding to test items, recording the information they see, or discussing the content of the test at any time is strictly prohibited. As a reminder of this obligation, test administrators who give an oral administration of a test are required to sign a separate section of the administration-specific oath.

The test administrator should be reminded of the following points when reading the test aloud:

- Each word, phrase, and/or sentence in the question and set of answer choices may be read as many times as necessary.
- Test questions and answer choices must not be rephrased.
- Voice inflection must be kept neutral during the reading of test questions and answer choices, although words that are boldfaced, italicized, or printed entirely in capital letters must be emphasized.
- Nonverbal assistance may not be provided to students.
- All security measures outlined in this manual must be followed.

Before implementing an oral administration, read these instructions and those on the next page that explain how to set up an oral administration for online tests. These instructions may be duplicated as needed.

After an oral administration, no discussion or scoring of test items is allowed at any time.

Setting Up an Online Oral Administration

A separate test session must be created for each test to be orally administered. These are sometimes called "read-aloud" sessions. Only students who are eligible for an oral administration may be added to an oral administration test session. All students receiving an oral administration should be tested separately from students who are not receiving an oral administration. To create a separate oral administration test session, follow the steps below:

1. From the Texas State Assessments website at http://etesttx.com, click the *Session Management* link.

2. Click the *Create a New Session* link.

3. Select the Test Administration, Campus, Class, and Test to be Administered from the drop-down menus.

4. Select "Yes" from the Read-Aloud drop-down menu.

5. Enter the name of the oral administration session in the Session Name field. It is recommended that the session name include the words "Oral Admin" (e.g., "Smith Algebra I Oral Admin").

6. Click the *Next* button. Students not already assigned to a test session will appear in the Available Students box on the left.

7. Select the student(s) to assign to the oral administration session and click the *Add* button. Add only those students eligible for the specific test to be administered.

8. Click the *Next* button to view the Session Roster for the oral administration session that you just created.

9. Click the *Proctor Authorization* button to view and print the Proctor Authorization Letter. This document is used by the test administrator to log in to the oral administration session in TestNav. It should be printed and stored in a secure location until the day of the test. The Proctor Authorization Letter is not valid until the oral administration test session has been started.

10. Click the *Back* button to return to the Session Roster.

Students in an oral administration session may be moved only to a new session or to an existing oral administration session that is not yet started. Students in a non-oral administration session *cannot* be moved to an oral administration session.

When students are moved from an oral administration session into a new session created from the Move Students screen, the new session will automatically be considered an oral administration session.

Be sure to store the Proctor Authorization Letter in a secure location until the day of the test.

Creating the new session and selecting "Yes" from the Read-Aloud drop-down menu automatically indicates that the student will be given an oral administration of the test.

Logging In to TestNav as a Proctor
(Oral Administration Test Administrator)

Once a test session is set up as an oral (or "read-aloud") test session, the test administrator (or read-aloud "proctor") can log in to TestNav and view the online test exactly as it is presented to the students. A proctor's test is not saved or scored. Follow the steps below if you are a proctor for an oral administration test session:

1. On the day of an oral administration test session, obtain the Session Roster by clicking on *View or Maintain an Existing Session* on the Session Management screen at http://etesttx.com/sessions. Select the appropriate campus, class, and test; then click on the oral administration test session to be started.

2. In the Session Roster, click *Start* to begin the test. (The test session must be started before the proctor or students can log in to TestNav.)

3. Exit the online administration website. Then launch TestNav on your workstation and log in using the information provided in the Proctor Authorization Letter. Proctors must enter a login ID, password, and test code in order to log in. (**NOTE:** Students do not need a password; the password field can be left blank on student login screens.)

4. Click *OK* in the login confirmation box. A message will appear stating that you have successfully logged in and that proctors' test responses are neither saved nor scored.

5. Proceed through the oral administration session by following the test administration directions. For guidelines on reading test items aloud, see below.

As a proctor, you may exit the test at any time without requiring that a test monitor restart or resume your test. If you receive a message stating that a test monitor is needed to restart your test, you may safely disregard the message and exit TestNav and log in again as necessary. Proctors' responses are not saved and proctors do not need to respond to test items in order to proceed through the test to the point where they exited.

Students will log in to the test session using their Student Authorization Letters, **NOT** the Proctor Authorization Letter.

As an oral administration proctor, your workstation will display the actual test, which you will read aloud to students as needed. This means that you cannot access other applications. Should students exit their tests and need to be resumed, either you must exit TestNav to resume their tests on the test Session Roster, or another workstation will need to be engaged to monitor the test session. See the gray box on page 38 of this manual for instructions on resuming a test.

> *Texas State Assessments Technical User's Guide*
> **Starting the Test Session, section 6.1**

Also see each administration-specific online test administrator manual for specific guidelines for reading aloud various types of test items. Test administration materials, including manuals, are available from the *Administration Materials* page of the Texas State Assessments website at http://etesttx.com/adminmaterials/ and are also distributed in paper for the EOC field-test assessments.

Appendix B

Scheduling and Reporting Online Tests From Alternative Education Settings

If students are assigned to a juvenile justice alternative education program (JJAEP) or a disciplinary alternative education program (DAEP), their test results need to be attributed to the locally assigned regular campus that they would be attending if they were not attending the JJAEP or DAEP.

If you will be testing students at a JJAEP or DAEP in an online format, follow these steps to allow the students' test results to be reported to their regular or registered campuses:

1. The district testing coordinator should assign test administrators security access to the regular campuses of all the students at the JJAEP or DAEP who are scheduled to test online.

> *Texas State Assessments Technical User's Guide*
> **Assigning a User's Organizational Access, section 3.1.1**

2. Once granted access to the students' regular campuses in the online testing system, the test administrator will need to move each student to be tested from the alternative education program Student Roster to the students' regular campus rosters.

> *Texas State Assessments Technical User's Guide*
> **Moving or Copying Students to Another Group, section 4.1.4**

3. The test administrator at the alternative education setting should then create a test session and add online testing students from their local campus rosters. The test session is not restricted by campus identification, so the session may include students from different campus rosters. While they will test at the JJAEP or DAEP, the students' results will be automatically reported to their regular local campus.

See Appendix E of the *2009 District and Campus Coordinator Manual* for general information on testing in alternative education programs.

The process above is similar to the process for paper testing, wherein the test administrator will submit a separate Campus and Group Identification Sheet to indicate the regular local campus to which test results should be reported.

If you have questions or need additional assistance, contact Texas Online Testing at 800-252-9186 (Option 3).